OPNAVINST 3502.2F
N97
28 Jan 2022

OPNAV INSTRUCTION 3502.2F

From: Chief of Naval Operations

Subj: SUBMARINE FORCE TRAINING COMMITTEE

Ref: (a) CNO ltr Ser N97/18U141527
        (b) OPNAVINST 3502.5B

Encl: (1) Submarine Force Training Committee Charter
        (2) Submarine Force Training Committee Executive Committee Assessment Report

1. Purpose.

    a. To provide guidance to the Submarine Force Training Committee (SFTC), which determines and assesses submarine force and integrated undersea surveillance system (IUSS) training requirements and oversees the planning, programming, budgeting and execution of associated training programs.

    b. Revision provided to establish requirements for SFTC directed working groups and to revise the committee membership.

2. Cancellation. OPNAVINST 3502.2E.

3. Background. This instruction issues the Submarine Force Training Committee charter, enclosure (1), which directs the submarine force-training stakeholders in the coordination and implementation of individual, team and integrated training as outlined in references (a) and (b). Close coordination is required between Director, Undersea Warfare (OPNAV N97), Naval Education and Training Command (NETC), fleet commanders, submarine force type commander (TYCOM) and Submarine Learning Center (SLC) to plan, program, budget and execute submarine force and IUSS training to support Commander, United States Fleet Forces Command (COMUSFLTFORCOM) and Commander, United States Pacific Fleet (COMPACFLT) fleet readiness requirements.

4. Scope and Applicability. Applicable to all submarine force and IUSS individual and team performance requirements with the exception of naval nuclear propulsion.

5. Policy. The Submarine Force Training Committee will ensure that Commander, Submarine Forces, Atlantic (COMSUBLANT) and Commander, Submarine Forces, U.S. Pacific Fleet (COMSUBPAC) training requirements for individual, team and integrated training are adequately addressed.

6. <u>Responsibilities</u>. SLC and Director, Undersea Warfare Division (OPNAV N978B) will co-chair the Submarine Force Training Committee meetings. The SLC will schedule meetings, propose agendas, forward tasks for implementation, review inputs from members for action and coordinate administration. Conduct meeting in the most economical method to achieve the meeting objectives, which may include both video teleconferencing and formal face-to-face meetings.

a. The general responsibilities of the chairs are described in subparagraphs a(1) through a(6).

(1) Provide direction and guidance to the committee.

(2) Provide timely resolution of issues.

(3) Assign action items to members and mission area chairs.

(4) Review and approve the Submarine Force Training Committee meeting agenda, minutes and action items.

(5) Provide an executive committee (ExCom) assessment report using the format of enclosure (2).

(6) Forward manpower and training requirements for individual, team and integrated phases of training to COMUSFLTFORCOM and COMPACFLT for validation and endorsement.

b. Naval Air Warfare Center, Training Systems Division (NAVAIRWARCEN TRASYSDIV) Orlando, serving as the executive secretariat, will provide support to the SLC and OPNAV N978B for planning and conducting meetings.

c. Mission area chairs will brief the status of their mission area in person or via video teleconferencing networks for the committee's review. Mission area chairs will manage the assigned mission area; charter and oversee mission area training working groups; support periodic job task analysis reviews; assign mission area action officers to participate in the Submarine Force Mission Review Group; and brief the status of their training mission area readiness for committee review.

d. Members will provide agenda items and issue papers to the SLC chair or mission area chairs for consideration and discussion by the committee, as well as timely responses to assigned action items. Participating commands should limit their number of representatives to the minimum required to adequately address agenda items and should include members with the appropriate levels of decision-making authority.

7. <u>Records Management</u>.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

8. <u>Review and Effective Date</u>. Per OPNAVINST 5215.17A, OPNAV N97 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense (DoD), Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. <u>Reports Control</u>. Submarine Force Training Committee ExCom Assessment Report is exempt from reports control per SECNAV M5214.1 part IV, subparagraph 7k.

D.G. PERRY
Director, Undersea Warfare

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via DON Issuances Web site, https://www.secnav.navy.mil/doni/default.aspx.

SUBMARINE FORCE TRAINING COMMITTEE CHARTER

1. Objective. To improve submarine and IUSS warfighting readiness and performance by planning, programming, budgeting and executing an integrated training strategy.

2. Functions. The major functions of the committee are described in subparagraphs 2a through 2e.

    a. Act as the advisor to OPNAV N97 and NETC by critically assessing submarine and IUSS force training programs and requirements, recommend training policy revisions and develop a long-term training strategy.

    b. Assess submarine force training shortfalls. In this capacity, develop detailed and executable program objective memorandum (POM) solutions to correct shortfalls by validating program of record and non-program of record training content across all phases of training to meet Fleet requirements.

    c. Review and approve proposed individual and team performance solutions recommended by the SLC.

    d. Review, update and publish the Submarine Training Program Master Plan , reference (a). Reference (a) will serve as the submarine force training program strategy and will include training requirements and solutions to enhance mission area performance. OPNAV N97 will approve the master plan as the principal planning document for resourcing submarine force and IUSS training programs. SLC, with the assistance of the assigned mission area chairs, will recommend changes to the master plan as necessary.

    e. Provide a forum to review and present the status of training and performance in each mission and capability area assigned to the submarine and IUSS forces. Semi-annually, the ExCom will review mission area individual and team performance requirements, status of mission area training, ongoing reviews of fleet performance issues and approve new or revised training solutions.

3. Scope. The Submarine Force Training Committee ensures alignment between a wide range of new and existing submarine and IUSS force training requirements and programs.

4. Membership. The Submarine Force Training Committee will consist of the members and roles designated in Figure 1.

	Command, Position	Co-Chair	ExCom Member[1]	Primary Member[2]	Auxiliary Member[3]
	SFTC Membership and Roles				
a	OPNAV N978B, Programming and Manpower Branch	Yes	Yes	Yes	
b	Submarine Learning Center, CO	Yes	Yes	Yes	
c	Commander, Submarine Force Atlantic, Training (COMSUBLANT N7)		Yes	Yes	
d	Commander, Submarine Force Pacific, Training (COMSUBPAC N7)		Yes	Yes	
e	Naval Sea Systems Command, Training (NAVSEA 07TR)			Yes	
f	NETC N7, representative			Yes	
g	Naval Nuclear Power Training Command, representative			Yes	
h	Strategic Systems Program (SSP 205), Training representative			Yes	
i	Undersea Surveillance, Commander			Yes	
j	OPNAV N2/N6, representative				Yes
k	COMNAVIFOR, representative				Yes
l	Undersea Warfare Development Center, representative				Yes
m	Submarine Aggressor Squadron, representative				Yes
n	NAVSEA Program Offices, representative				Yes
o	SPAWAR Program Offices, representative				Yes
p	TYCOM Staff (N1, N6, 00X, etc), representative				Yes

q	Other command representatives nominated by a Primary member and approved by both Co-Chairs				Yes

[1] Voting member
[2] Non-voting member; should be represented at each SFTC meeting
[3] Non-voting member; should be invited to SFTC meetings as needed

Figure 1. SFTC Membership and Roles

4. <u>Working Groups and Review Boards</u>. The primary objectives of each group are to submit training-related concerns during periodic reviews and timely response of action items identified by the SFTC. The ExCom retains full authority to add, remove and modify the objectives or existence of working groups or review boards listed in subparagraphs 4a through 4d, as required.

a. Submarine Force Mission Review Group (SFMRG): A standing working group that will report its findings directly to the ExCom. The working group will meet several months prior to the SFTC meeting to allow for research and resolution of issues. The working group will be co-chaired by a SLC, an OPNAV N978B and a NAVSEA (07TR) representative. TYCOM representatives will present priorities and assessment of training to support mission requirements. Mission area action officers will present the status of training mission readiness to support the performance requirements in the mission area. The working group will produce a prioritized list of individual and fleet training issues with recommended solutions and expected resource impacts to the ExCom. NAVAIRWARCEN TRASYSDIV will act as the secretariat for the working group and provide the chairs administrative support. The working group may charter additional groups to examine specific areas of interest in greater depth and to provide a formal report. The working group will produce a prioritized list of individual and fleet training issues with recommended solutions and expected resource impacts to the ExCom. NAVAIRWARCEN TRASYSDIV will act as the secretariat for the working group and provide the chairs administrative support. The working group may charter additional groups to examine specific areas of interest in greater depth and to provide a formal report if desired.

b. Team Trainer Design Review Group (TTDRG): To provide a means for Fleet user feedback on training systems to the resource sponsor, program managers and training providers. Training providers will inform users on the status of upcoming trainer modifications. This group provides working-level status information, schedules and proposes training device modifications to the SFTC.

c. Replay and Assessment Working Group (RAWG): To provide user feedback on potential improvements in replay assessment practices, doctrine and technology used in team training environments. The RAWG will identify any issues in replay capabilities in team trainers and propose processes, equipment solutions, or both, to the program managers.

d. Target Review Board (TRB): To review the quality and quantity of contacts in different submarine trainers to include, but not limited to, the Submarine Multi Mission Team Trainer , Submarine Electronic Warfare Training System, Submarine Bridge Trainer and applicable shipboard systems such as the On Board Team Trainer. The TRB will prioritize and submit contacts for revision or removal to the ExCom for approval.

5. Reporting Requirements. The Submarine Force Training Committee Chairs will report to OPNAV N97 by submitting an ExCom Assessment Report following each meeting.

6. Frequency of Meetings. The SFTC, SFMRG and TTDRG will each meet semi-annually. The SFMRG co-chairs will direct the frequency of all other meetings under their cognizance. A virtual meeting environment will be utilized when fiscal year travel funding guidance prohibits travel.

7. General Guidelines.

a. Because the ExCom is an executive decision making body, non-DoD personnel will not participate in meetings without specific authorization by the chairs.

b. Submarine Force Training Committee members will be supported and funded by their respective parent staffs and commands for participation in meetings and related activities.

SUBMARINE FORCE TRAINING COMMITTEE EXECUTIVE COMMITTEE
ASSESSMENT REPORT

3502
Ser 00/
DD MMM YY

From: Commanding Officer, Submarine Learning Center
       Director, Undersea Warfare (OPNAV N97)

To: Distribution

Subj: SEASON YEAR SUBMARINE FORCE TRAINING COMMITTEE ASSESSMENT
       REPORT

Ref: (a) OPNAVINST 3502.2F

1. The Submarine Force Training Committee met in Month and Year as required by reference
(a) to improve warfighting performance and readiness of the submarine and IUSS forces.

2. The Submarine Force Training Committee has six major functions as listed in subparagraphs
2a through 2f. Each function contains a summary of key meeting points.

     a. Assess submarine force training equipment or personnel shortfalls and develop detailed,
executable POM solutions to correct.

          (1) Key Points.

          (2) Key Points.

     b. Make critical assessments of submarine force training requirements and programs,
recommending training policy and management decisions and developing long-term submarine
force training strategy.

          (1) Key Points.

          (2) Key Points.

     c. Review submarine force performance shortfalls and gaps as identified by the submarine
force TYCOMs.

          (1) Key Points.

Enclosure (2)

(2) Key Points.

d. Review and approve proposed performance solutions recommended by the SLC.

(1) Key Points.

(2) Key Points.

e. Review submarine force performance shortfalls and gaps as identified by the mission chairs.

(1) Key Points.

(2) Key Points.

f. Identify recommended changes to the Submarine Training Program Master Plan.

(1) Key Points.

(2) Key Points.

3. The collaboration of TYCOM training divisions (N7), schoolhouse COs and resource sponsors in this forum is healthy and contributes to efficient resolution of fleet and individual training issues. The next meeting will be held in Month Year.

Distribution:
OPNAV N97
COMSUBLANT
COMSUBPAC
USFF (N1, N7)
CPF (N1, N7)
DIR SSP
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COMMANDER UNDERSEA SURVEILLANCE
CO SLC
OPNAV N978B